



## ***City of Cathedral City Employment Opportunity***

### ***PUBLIC SAFETY DISPATCHER I AND II***

**DEFINITION OF POSITION:** Serves as an emergency 911 dispatch operator for Cathedral City Police and Fire emergency and non-emergency calls on multi-channel, two-way radio equipment; maintains radio control with mobile and portable units; responds to officer-initiated radio calls and requests and disseminates suspect information from roll call boards, prior calls, and bulletins; monitors closed circuit security cameras; operates computer terminal and maintains continuously updated information; handles in-house and radio paging, crimestopper, animal control and after-hours phone lines; handles public inquiries and complaints; maintains logs and completes forms; performs clerical duties such as typing, filing, and indexing; assists in the orientation and training of new employees.

**PUBLIC SAFETY DISPATCHER I: SALARY: \$2,784.62 – 3,387.35 mo. Plus full benefit package**

This is the entry level class where new employees learn Police dispatching and City policies and procedures related to the dispatch of emergency and non-emergency calls, initially under close supervision. As experience is gained, duties become more diversified and are performed independently. After gaining experience and demonstrating proficiency employees promote to the next higher class.

**QUALIFICATIONS:** Equivalent to graduation from high school and one year experience that includes radio dispatch or regular public contact work. Must be able to operate a computer keyboard, and learn to operate a two-way radio. Must be able to think and act quickly and calmly in emergency situations, handle multiple priorities and speak clearly.

**PUBLIC SAFETY DISPATCHER II: SALARY: \$3,225.45 – 3,920.30 mo. Plus full benefit package**

This is the journey-level class for fully trained Dispatchers who independently perform emergency 911 dispatching and assist in the training of new employees.

**QUALIFICATIONS:** (1) Must have successfully completed the Public Safety Dispatcher's Basic Course or have passed the POST Basic Dispatcher Training Equivalency Examination, and (2) completed probation as a Public Safety Dispatcher with the City or during previous employment.

#### **REQUIREMENTS AND WORK ENVIRONMENT**

Public Safety Dispatchers must be willing to work evening, night, weekend and holiday shifts on a rotating basis, must be available for call-back and hold-over as needed. Daily work is sedentary for several hours on a shift in a confined area using a radio headset and operating a computer terminal. Must obtain Post Basic Dispatcher and Department of Justice CLETS/CJIS operator certifications prior to completion of probation as an Public Safety Dispatcher I.

#### **APPLICATION AND SELECTION PROCEDURE**

You must file an official City application in the Human Resources Division office before your application will be considered.

### ***FINAL FILING DATE: CONTINUOUS***

You may request an application by visiting our web page at [www.cathedralcity.gov](http://www.cathedralcity.gov) ; by calling our job hotline at (760) 770-0365, or in person at City Hall 1<sup>st</sup> Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM to 5:30 PM, Monday through Thursday.

Applicants will be tested on an as-needed basis from applications on file. Candidates must be successful on the POST Entry-level Dispatcher Selection Battery (written test) in order to participate in the Qualifications Interview. Final selection will be made by the Police Chief. All selected candidates must pass a pre-employment physical exam, psychological evaluation (written/oral), drug screen and extensive background investigation.

# Employment and Benefit Information

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## THE CITY OF CATHEDRAL CITY:

The City of Cathedral City is a business and resort community located 110 miles east of Los Angeles and 115 miles northeast of San Diego. Incorporated in 1981, the city has a permanent population of over 45,417 as of 01/02 and is one of the fastest growing areas in the country. An ideal climate of 350 sunny days per year, clear air, scenic beauty, and unlimited leisure activities attract an additional 6000 residents during the winter months. Cathedral City offers affordable housing, and a wide array of shopping and retail centers. Cultural, social and athletic events occur year-round while College of the Desert and California State University at San Bernardino (Valley campus) offers excellent educational opportunities. Approximately 188 City employees provide a full range of municipal services including police, fire, parks and leisure, planning and redevelopment, public works, and tree and street maintenance. For more information, visit our website @ [www.cathedralcity.gov](http://www.cathedralcity.gov).

## EQUAL OPPORTUNITY EMPLOYER:

It is the policy of the City of Cathedral City to promote equal employment opportunity for applicants and employees without regard to race, color, national origin, ancestry, religious creed, age, marital status, disability, medical condition, sex, sexual orientation, domestic partnership status, pregnancy, or pregnancy related condition.

## APPLICATION MATERIALS:

All application materials must be received before the closing date specified on the job bulletin. Resumes may be attached but are not accepted in lieu of an official City application. Applications are screened for relevant education, experience and/or licensing requirements as stated on the job opportunity bulletin. An eligibility list containing the names of the most qualified applicants will be compiled based on the results of the selection process. The list will normally be in effect for six months unless extended or previously exhausted.

- **Reasonable Accommodation:** Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Office at the time of application. The City of Cathedral City reserves the right to request verification of disability.
- **Medical Examination:** All new City employees must successfully complete a medical examination and drug test by a City approved physician and laboratory prior to employment.
- **Probation Period:**
  - General Unit:** Employee serves a probationary period of 1040 working hours (approx 6 mo).
  - Public Safety Dispatchers:** Public Safety Dispatchers shall serve a probationary period of twelve (12) months.
- **Non-smoking policy:** The City prohibits smoking in all City buildings.

## EMPLOYEE BENEFITS:

The City provides an outstanding benefits plan that includes:

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| <ul style="list-style-type: none"><li>➤ PERS retirement fully paid by the City 2%@55. City pays employer + employee contribution. The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages except for Medicare hospital insurance protection.</li><li>➤ City paid medical insurance for employee</li><li>➤ City paid benefits (dental / vision) for employee + dependents</li><li>➤ Short and Long Term Disability insurance</li><li>➤ Wellness Program</li></ul> | <ul style="list-style-type: none"><li>➤ Deferred Compensation (457 plan). The City shall match the employee's contribution up to \$12.85 per pay period.</li><li>➤ 12 days annual Sick Leave</li><li>➤ 12 paid Holidays</li><li>➤ Educational Reimbursement</li><li>➤ City paid life insurance 1x base salary</li><li>➤ Bilingual pay .20 cent hourly differential</li><li>➤ Longevity pay – 5% @ 15 years of service / 5% @ 20 years of service</li></ul> |
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*This benefit plan is currently in effect and is subject to change. Benefits may vary depending on bargaining unit or employee status. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. The provisions of this bulletin do not constitute an implied contract. Any offer of employment is contingent upon the applicant being authorized to work in this country and providing documents to verify this fact.*